



FOOD AND AGRICULTURE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FOOD AND AGRICULTURE, DEPARTMENT OF	RELEASE DATE:	Monday, October 25, 2010
POSITION TITLE:	Director, Division of Measurement Standards, CEA 3	FINAL FILING DATE:	Friday, November 5, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	10252010_1

POSITION DESCRIPTION

Under the general direction of the Undersecretary of the Department of Food and Agriculture, the Director of Measurement Standards will plan, organize, direct and review the applications and enforcement of weights and measures laws, rules, and regulations. Direct and evaluate the work of county weights and measures programs and recommend appropriate allocation of resources; develop procedures to assist in efficient enforcement of weights and measures laws and regulations at the local level; direct and coordinate inter-county and state/county investigations and training; plan, organize, and direct the operations of the Division of Measurement Standards programs involved in the testing of the quality and quantity of petroleum products, verifying the net contents of bulk and packaged goods, testing and certifying commercial weighing and measuring devices. The position is a member of the Department's top management team, participating in the development of policies relative to the total departmental mission.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of and experience with:

- State laws, rules, and regulations pertaining to weights and measures.
- National and international activities relevant to weights and measures.
- Principles of personnel management and supervision.
- Principles of administrative organization, budgeting, and business management.
- Rules of evidence, investigating techniques, and court procedures.
- The normal duties performed in each of the Division's programs.

Ability to:

- Plan, organize, and direct the work of others.
- Evaluate program effectiveness.
- Interpret and apply State laws, rules, and regulations pertaining to weights and measures and procedures to be followed in the enforcement of laws pertaining to the Division.
- Work effectively with other public agencies engaged in similar regulatory work and with groups and individuals affected by activities of the Division.
- Analyze situations accurately and take effective action.
- Communicate effectively, both orally and in writing.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Division of Measurement Standards, CEA 3**, with the **FOOD AND AGRICULTURE, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and "Screening Criteria" outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection).

FILING INSTRUCTIONS

To be considered, applications and a "Statement of Qualifications" must be received in the Human Resources office by 5:00 P.M. on Friday, November 5, 2010. Application packets must have an original signature; therefore, faxed or e-mailed application packets will not be accepted for any reason.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.
- Honorably discharged military veterans meeting Pattern IV of the Minimum Qualifications, must submit a copy of their DD214.

Applications must be submitted by the final filing date to:

FOOD AND AGRICULTURE, DEPARTMENT OF, Human Resources Branch, Examination Unit
1220 N Street, Room 242, Sacramento, CA 95814
Aileen Grizard | (916) 654-9633 | agrizard@cdfa.ca.gov

ADDITIONAL INFORMATION

SCREENING CRITERIA: The application and Statement of Qualifications must indicate your total years of experience (and official or civil service classifications - not your working title) performing each of the activities listed below. The factors that will be utilized in the evaluation are:

- Depth and breadth of managerial experience overseeing all financial/administrative activities of a program, including policy recommendations.
- Depth and breadth of managerial experience with responsibility for budget or accounting functions.
- Depth and breadth of experience in administrative solving; upholding principles and practices of personnel management and equal employment opportunity objectives. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Depth and breadth of experience working with control agencies, or high level organizations (i.e. Governors Office, Legislature, DOF, SCO, DGS, and DPA).
- Depth and breadth of experience in negotiations/communications requiring the ability to deal with a variety of sensitive internal and external issues and establishing and maintaining partnerships with diverse stakeholders.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FOOD AND AGRICULTURE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>

